



## GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS

### VACANCY FOR HUMAN RESOURCE DIRECTOR THE BAHAMAS NATIONAL STATISTICAL INSTITUTE

Through the current IDB-funded Public Financial Management and Performance Monitoring Reform Project, The Bahamas National Statistical Institute (BNSI) was established on July 1, 2021, replacing the Department of Statistics as the national statistical office for The Commonwealth of The Bahamas. The change is specifically to strengthen the capacity of the BNSI and other agencies in the national statistical system to produce high quality statistics that will lead to optimal policy and decision making not only in the government sector but in private businesses and civil society organisations as well. In this regard, several technical and professional positions will become available in the BNSI over the next year.

**Currently, the Board of Directors is inviting applications from suitably qualified and experienced persons to fill the position of Human Resource Director in the BNSI**

#### **Description:**

The Human Resource Director oversees all aspects of the Human Resources Management and Development (HRMD) department's operations, including recruiting, interviewing, hiring, and training of staff and managing performance evaluations. The post-holder also manages the Institute's discipline and termination processes in accordance its policies and the law.

#### **Main Duties/Responsibilities:**

- Develop the strategic and operational work plan and budget of the department.
- Review HRMD policies, procedures, and practices, and amend where necessary.
- Lead in the development and implementation of the annual training plan.
- Advise management and staff on HRMD matters.
- Ensure payments and benefits to staff are processed correctly.

- Create programmes and initiatives aimed at improving employees' quality of work life.
- Prepare and submit department's annual report.
- Represent the Institute at meetings, conferences, and other fora.
- Administer the performance management and appraisal system.
- Plan and conduct employee engagement surveys at least annually and ensure actions are taken to improve results.
- Serve as the chief resource in the interpretation and implementation of the HRMD policies, programmes, and guidelines.
- Ensure efficient and effective operation of human resources management information system.
- Oversee employee relations and address issues such as harassment, discrimination, intimidation, exploitation, and workplace health and safety.
- Oversee the development and implementation of staff wellness programmes, including but not limited to mentoring, coaching, and counselling.
- Lead in the development and implementation of the Institute's succession plan.
- Ensure staff are kept well informed of the Institute's activities and matters directly related to them.
- Keep abreast of trends, best practices, regulatory changes, technologies in HRMD and industrial relations with the aim of adoption where they would lead to improvements and efficiencies in human resources services.
- Oversee all aspects of the Institute's recruitment and hiring process.
- Lead department staff through effective planning, delegation, communication, training, mentoring, and coaching.
- Launch employee development initiatives to assist employees in growing in their current roles or advancing to new ones within the Institute.
- Ensure timely evaluation of department staff performance and completion of performance appraisal reports.
- Create and maintain a system that fosters a culture of teamwork, employee empowerment and commitment to organizational goals.
- Ensure grievance and disciplinary procedures are handled fairly and consistently.

- Ensure department staff have the resources necessary to perform their duties efficiently and effectively.
- Perform other duties assigned from time to time.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations in The Bahamas.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the HRIS of the Institute and emerging technologies.

**Education and Experience:**

- Master's degree in Human Resources Management, or related field from a recognised institution and a minimum of five (5) years in HRM.
- or
- Bachelor's degree in Human Resources Management or related field from a recognised institution and a minimum of ten (10) years in HRM.
  
- SHRM-CP or SHRM-SCP highly desired.

**Employment Type:**

Permanent Full-time.

**Competitive remuneration commensurate with experience and qualifications.**

Interested persons should submit a cover letter and detailed resumé to [bahnatlstatfina@bahamas.gov.bs](mailto:bahnatlstatfina@bahamas.gov.bs) by the close of business on **Tuesday, November 30, 2021**, with the position for which they are applying written in the subject line. Late applications will not be accepted, and only shortlisted candidates will be contacted for an interview.

